

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2017

A RESOLUTION AMENDING THE CITYWIDE RECORDS RETENTION SCHEDULE
FOR THE PROTECTION OF CITY RECORDS

THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW DOES HEREBY
RESOLVE AS FOLLOWS:

That Resolution No. 16609, Series 2001, is hereby superseded and the revised Records Retention Schedules (Exhibit A) for the City Clerk's Office, City Attorney's Office, City Manager's Office, Community Development Department, Community Services Department, Finance and Administrative Services Department, Library Services Department, and Public Works Department, respectively, are all approved and adopted for the continued management of the City's records.

LB/7/RESO
430-11-28-17r-E-1

Exhibit: A. Records Retention Schedules



CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	
ALL	
Revised: November 28, 2017 – Page 1	

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Advisory Body Meeting Audio Recordings	A-1	30 Days	GC §54953.5 City Policy	Does not include digital recordings uploaded to City's website, which will be kept in perpetuity on the hosted service, or returned to the City upon termination of the contract.
Advisory Body Agenda Packets	A-2	P	GC §34090(e)	
Bids – Unsuccessful Bids and Proposals	A-3	C+2	GC §34090	
Comment Cards		CY+2	GC §34090	Includes Oral Communication comment cards, presentations and any items received at Advisory Board, City Council Meetings and Library Patrons.
Contracts – Duplicates	A-4	*WU	GC §34090.7	Original retained by City Clerk, Finance Department and/or originating department.
Consultant Reports, Surveys and Studies	A-5	C+5	GC §34090; Admin Decision	Not submitted through Legislative History.
Correspondence – Department Heads - General, Memos.	A-6	C+2	GC §34090	
Correspondence – Non-Department Head – General, Memos.	A-7	C+2	GC §34090	
Department Destruction of Obsolete Records Forms	A-8	P	GC §34090; Admin Decision	
LEGEND: A =Active AU =Audit C =Current CL =Closed CY =Current Year D =Destroy DC = Decision DP =Dept. Policy E =Election EF =Electronic File FY =Fiscal Year Number =Number of Years P =Permanent R =Resolution S =Settled SU =Superseded T =Termination *WU =While Useful (No destruction approvals required).				



CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	
ALL	
Revised: November 8, 2017 – Page 2	

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Department Working Budget Documents	A-9	*WU	GC §34090.7	Original/Final Budget retained by City Clerk.
Electronic Mail – Transitory Messages (not moved to subject files)	A-10	C+90 Days	GC §34090 City Policy	Transitory records: A writing with only transitory (short-lived) value since the information is used for a relatively short period of time. Examples include, but are not limited to, the following documents that are not retained in the normal course of business, such as preliminary drafts and notes.
Employee Accident/Incident Reports	A-11	*WU	GC §34090.7	Original retained by Risk Management.
Emergency Procedures	A-12	C	GC §34090.7	Original retained by Fire Department.
Finance Records – Audit Reports, Paid Invoices, Purchase Orders, Expense Reports, Office Equipment Warranties, Postage Records, Reimbursements, Copy Center Work Orders, Timecards.	A-13	*WU	GC §34090.7	Originals retained by Finance Department.
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	
ALL	
Revised: November 28, 2017 – Page 3	

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Grants	A-14	5 years after final payment	21 CFR §1403.42; 24 CFR §85.42; OMB Cir. A-110(C)(53); 29 CFR §97.42; State Guidelines	* State recommends referring to grant application close-out procedures, if any.
Insurance and Licenses - Vendors / Contractors /Consultants	A-15	T+5	GC §34090	
Personnel – Supervisory Files	A-16	T	GC §34090.7	Evaluations, certificates/licenses, training, emergency contract information - Send to Human Resources upon termination.
Policies, Procedures, Administrative Instructions, Manuals and Forms	A-17	SU+5	GC §34090.7 CCP §355, et. seq.	Originals retained by City Clerk and/or Document Processing.
Professional Associations – Memberships, Newsletters, Conferences, Handouts, Seminars	A-18	*WU	GC §34090.7	
Public Records Requests	A-19	CL+2	GC §34090	
Reference Documents – Catalogs, Manuals, Operating Procedures, Outside Brochures, Vendor/Outside Agencies Information, Work Furlough, Mailing Lists	A-20	*WU	GC §34090.7	Administrative reference records. Does not include publications produced by the City (see “Publications” for retention requirements).

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	
ALL	
Revised: November 28, 2017 – Page 4	

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Promotional Records – Coupon Books, Sales, Advertising, Artwork, Marketing	A-21	CY+7	GC §34090;	Materials
Publications, Brochures, Newsletters and Pamphlets	A-22	SU+2	GC §34090 GC §34090.5 GC §50110 GC §50115	GC §50110 – The legislative body, and each office, officer, or employee of a local agency shall furnish the clerk three copies of each printed, mimeographed, or processed book, pamphlet, report, bulletin, or other publication issued by them at the expense of the local agency. The clerk shall send one copy of each publication to the State Library of Sacramento, the Institute of Governmental Studies of the University of California at Berkeley, and the Public Affairs Service of the University of California at Los Angeles, to be preserved for reference use in those institutions.
Training – Safety, Management, Courses offered by the City, Outside Classes.	A-23	CY+7	GC §34090; 29 CFR §1627.3(b); GC §12946;	Includes sign-in sheets, description, handouts and training materials.
Video – Routine Monitoring	A-24	C+1	GC §34090.6	
Working Files – Individual Working Files	A-25	*WU	GC §34090	Transitory records, e.g. drafts, notes, etc.
Year End/Annual Reports – All program and division year-end and annual reports.	A-26	CY+2	City Policy	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	
CITY ATTORNEY	
Revised: November 28, 2017 – Page 5	

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Claims Against City	CAO-1	S+6	CCP §335, et. seq., 29 USC §1113	
Code Enforcement	CAO-2	CL+2	GC §34090 State Guidelines	
Legal Opinions	CAO-3	SU	GC §34090 GC §6254	
Litigation	CAO-4	S+7	CCP §335, et. seq., 42 USC 1983	
General Subject Files	CAO-5	CY+2	GC §34090	
Subpoenas (where the City is not a party to the action).	CAO-6	CY+2	GC §34090 State Guidelines	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				
CITY CLERK				
Revised: November 28, 2017 – Page 6				
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
AB 1234 Ethics Training Certificates	CCO-1	T+5	GC §53235.2	
Abandonments/Easements/Vacations		P	GC §34090(a)	
Advisory Body Applications, Oaths, Resignations	CCO-2	T+5	GC §34090 State Guidelines	After termination from Advisory Body, or from the date of application for applicants not selected for an Advisory Body position.
Appeals – Zoning Administrator	CCO-3	*P	GC §34090.7 H&S §19850	Copies of appeals sent to Community Development.
Ceremonial Items – Proclamations, Certificates and Awards	CCO-4	CY+2	GC §34090	
City Charter	CCO-5	P	GC §34090 GC §34460 GC §50110 GC §23708	Original and as amended through election (public booklet); retain at least 1 hard copy in department file. Forward reference copies (3) each revision as required by GC §50110. Certified copies filed with the County Clerk pursuant to GC § 23708
Contracts	CCO-6	T+10	CCP §337.5 FC §3368 FC §30210	Bond Assessments
	CCO-7	P	GC 34090(a) H&S §19850	Capital Improvement Projects
	CCO-8	P	State Requirement	Joint Powers Agreements
	CCO-9	P	29 USC §211c	Labor Memorandum of Understanding
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT

CITY CLERK

Revised: November 28, 2017 – Page 7

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Contracts	CCO-10	P	GC §34090(a)	Land Improvements, Street Improvements, Underground Utility,
Contracts	CCO-11	T+5	CCP §337.2 CCP §343 48 CFR §4.601	Service and Maintenance - project records are maintained for 2 years after completion of the project. The contracts should be maintained for 5 years after termination.
Contracts	CCO-12	P	CCP §343 State Requirement	Settlement Agreements filed with the County Clerk Recorder's Office.
Contracts	CCO-13	P	GC §34090(a) City Policy	Transportation Agreements with State of California
Council Administration – Correspondence, Applications and Appointments	CCO-14	CY+2	GC §34090	
Council Correspondence	CCO-15	CY+2	GC §34090	Including comment cards received at City Council Meetings.
Council Meeting Audio & Digital Recordings	CCO-16	P	GC §54953.5	Webcast meetings are retained by Granicus vendor in perpetuity, or returned to the City upon termination of agreement. Minimum requirement is 30 days per GC §54953.5.
Council Meeting Packets	CCO-17	P	GC §34090 City Policy	Agendas and supporting documentation. Maintain physical file until scanned and verified in the City's electronic document management system.
Deeds of Trust	CCO-18	P	GC §34090(a) 24 CFR §1710	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				
CITY CLERK				
Revised: November 28, 2017 – Page 8				
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Elections – Ballot Measure Arguments and Rebuttals, Signature Statements, Impartial Analysis, Ballot Measure Text, Fiscal Analysis, City Attorney’s Ballot Title and Summary, Notice of Intent to Circulate Petitions	CCO-19	E+2	GC §34090	City Attorney Ballot Title and Summary, Fiscal Analysis, Ballot Measure Text, Arguments and Rebuttals are saved in perpetuity both through the Legislative History process and the State of California Information guide for all measures successfully placed on the ballot.
Elections – Campaign Finance Forms/Statements for Councilmember Candidates/Committees formed in support of Council Candidates - Elected	CCO-20	P	GC §81009(b)&(g)	
Elections – Campaign Finance Forms/Statements for Councilmember Candidates and Committees in Support of Candidates – Non-Elected	CCO-21	E+5	GC §81009(b)	Five years from the election in which the candidate participated.
Elections – Campaign Finance Forms for all Other Committees Not Formed in Support of Council Candidates.	CCO-22	CY+7	GC §81009(c)	Seven years from termination of the Committee (filing of Form 410, or successor form, with the Secretary of State). Examples are Ballot Measure and General Purpose Committees.
Elections – Nomination Documents for City Council Candidates – Elected	CCO-23	T+4	EC §17100(a)(b) & (c)	Retain four years from expiration of term of office for which filed; destroy unless evidence in any action or letter of request has been received as specified in Elections Code §17100(b); additionally, public access to these documents is limited to view only. No copies may be made.
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				
CITY CLERK				
Revised: November 28, 2017 – Page 9				
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Elections – Nomination Documents for City Council Candidates and Sample Candidate Packet – Non-Elected	CCO-24	E+4	EC §17100(a)(b) & (c)	Retain four years from date of election for the office for which filed; destroy unless evidence in any action or letter of request has been received as specified in Elections Code §17100(b); additionally, public access to these documents is limited to view only. No copies may be made.
Elections – Recall, Initiative and Referendum Petitions, Sections Bearing Signatures and Found Sufficient	CCO-25	E+8 Months	EC §17400 GC §6253.5	Signatures on Sections Confidential. Retain 8 months after certification of election results. Destroy unless the petition is evidence in an action or proceeding then pending or a recent request not to destroy has been received from an official body as specified in GC §6253.5. Public Access to any such petition shall be restricted in accordance with GC §6253.5.
Elections – Recall, Initiative and Referendum Petitions, Sections Bearing Signatures and Found Insufficient	CCO-26	CM+8 Months	EC §17400 GC §6253.5	Signatures on Sections Confidential. Retain 8 months after examination of petition. Destroy unless the petition is evidence in an action or proceeding then pending or a recent request not to destroy has been received from an official body as specified in GC §6253.5. Public Access to any such petition shall be restricted in accordance with GC §6253.5.
Elections – Precinct Maps, Forms, Ballots and Materials	CCO-27	E+6M	GC §17304	Original retained by Santa Clara County Registrar of Voters.
Facility Use Applications	CCO-28	CY+2	GC §34090	Applications and supporting documentation.
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT CITY CLERK

Revised: November 28, 2017 – Page 10

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Fair Political Practice Commission Forms – Statement of Economic Interests (Form 700) – Original Statements of Designated Employees, Advisory Body Members and Unsuccessful Candidates	CCO-29	CY+7	GC §81009(e)	Non-elected designated filers. Originals are maintained by the City Clerk's Office.
Fair Political Practice Commission Forms – Statement of Economic Interests (Form 700) – Successful Candidates, City Manager, City Attorney, Finance Director and Environmental Planning Commissioners	CCO-30	T+4	GC §81009(f)	Non-elected designated filers. Originals are maintained by Fair Political Practices Commission.
Land Use Records – Vacations, Encroachments, Easements, Assessment Districts, Zoning Records.	CCO-31	P	GC §34090(a)	
Legal Advertising	CCO-32	CY+4	GC §911.2 GC §34090 CCP §343	Public Hearing Notices, Legal Publications, Proof of Publications.
Legislation Support/Opposition	CCO-33	CY+2	GC §34090	Includes State & Federal
Oaths – Elected / Appointed / Designated		T+6	State Guidelines	
Proposition 218 Protests Letters	CCO-34	CY+2	GC §53753	
Records Management – Master Records Storage Inventory	CCO-35	SUP	GC §34090 State Guidelines	
Records Management - Records Retention Schedule	CCO-36	P	Industry Practice	
Rosters – Advisory Body, Council and Department Heads	CCO-37	CY+5	GC §34090 GC §40801	
Sister City Records	CCO-38	CY+2	GC §34090	Review for historical content before destruction.

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				
CITY MANAGER				
Revised: November 28, 2017 – Page 11				
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Confidential Files	CMO-1	CY+2	GC §34090; GC §54954.5; GC §54957.1; GC §54957.2; GC §54963	Closed Session/Employee Negotiations
History Files – Moffett Field	CMO-2	P	Dept. Policy	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
CITY MANAGER	HUMAN RESOURCES
	Revised: November 28, 2017 – Page 12

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Classification – Job Specifications, Essential Functions	HR-1	C+3	GC §12946; 29 CFR§ 1602.14; 29 CFR§ 1627.3; State Guidelines	
COBRA - Election Forms Non-Elections	HR-2	C+3 C+4	CCP § 337	Includes administration letters
Compensation – Plans and Studies	HR -3	*WU	Dept. Policy	
Deferred Compensation	HR-4	C+6	29 CFR §1627.3; 29 CFR §1602.30–32; 29 CFR §516.5-6; 29 USC §1113; GC §12946	Individual requests after separation
Department of Motor Vehicles – Pull Notice Program	HR-5	SU	VC §1808.1 49 CFR §382.401	While in program.
Department of Transportation Files – Commercial Driver Random Testing	HR-6	C+5	49 CFR §382.401(b)(1-4); 49 CFR §382.403; 49 CFR §40.333(a)(1)	
Employee Files – Full Time, Medical (Non-FMLA), Confidential Files, Part-time, Hourly, Seasonal, Short-Term	HR-7	T+6	29 CFR §1627.3–4; 29 CFR §1602.30-32; 29 CFR §516.5-6; 29 USC §1113; GC 12946	Includes employment contracts and ADA interactive process for employees.
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
CITY MANAGER	HUMAN RESOURCES
	Revised: November 28, 2017 – Page 13

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Employment Eligibility Verification – I-9 Forms	HR-8	T+1 or 3 years whichever is later	Labor Code §1174; USCIS Form I-9	
Equal Employment Opportunity – Complaints by Applicants: Claims, Reports, Logs	HR-9	CL+2	GC §12946 State Guidelines	
Equal Employment Opportunity – Complaints by Employees – Non-Sworn: Claims, Reports, Logs	HR-10	T+3	GC §12946 State Guidelines	
Equal Employment Opportunity – Complaints from Employees – Sworn: Claims, Reports, Logs	HR-11	T+5	GC §12946 State Guidelines	
Equal Employment Opportunity – EEO4	HR-12	C+2	GC §34090	State and Local Government report of workforce composition by sex and race/ethnicity identify
Exit Interviews	HR-13	C+2	GC §34090	
Health and Welfare Benefits	HR-14	SU+2	GC §12946; 29 CFR §1627.3; 29 USC §1027; 29 USC §1113; State Guidelines; GC34090; GC34090.5	Plan Documents
Labor – Grievances	HR-15	CL+2	GC §12946 State Guidelines	
Labor – MOUs and Negotiation Documents	HR-16	P	29 USC §211(c); State Guidelines	
Merit Increases	HR-17	C+10	Dept. Policy	Correspondence, Increases (Management/ Professional/Executive).

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
CITY MANAGER	HUMAN RESOURCES
	Revised: November 28, 2017 – Page 14

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Personnel – Employee Disciplinary Acts/Termination - Miscellaneous/Hourly Employees	HR-18	T+4	GC §12946 29 CFR §1602.14,31,38 State Guidelines	Including correspondence, determination/disposition, appeals, etc.
Personnel – Investigations <ul style="list-style-type: none"> All Employees Police Employees 	HR-19	T+5 DOE+5	GC §12946 29 CFR §1602.14,31,38 State Guidelines Evid §1045; PC §832.5	
Protected Medical Leave Administration - Family Medical Leave Act, California Family Rights Act and Pregnancy Disability Leave	HR-20	T+3	29 C.F.R. § 825.500	Individual Files - FMLA Notices, forms, medical certifications and return to work notices
Reclassifications – Requests, Studies and Reports	HR-21	C+15	Dept. Policy	For trending and historical purposes.
Recruitment – Eligibility Lists (Eligible and Ineligible)	HR-22	CL+3	GC §12946; 29 CFR §1602.14; 29 CFR §1627.3; GC §6250; State Guidelines	Files, job announcements, interview questions, applications forms, recruitment brochures and ADA accommodations for applicants.
Retiree Medical Files	HR-23	Life of Retiree + 1		
Retiree Medical Programs	HR-24	T+1	29 CFR §1627.3(b)(2)	T=Termination of the plan.
Training Records – Roster, Schedules, Sign-In Sheets, Evaluations, Programs	HR-25	C+7	29 CFR §1627.3(b); GC §12946 State Guidelines Dept. Policy	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT	
	Revised: November 28, 2017 – Page 15

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Address Files	CDD-1	P	GC §34090(a) H&S §19850 State Guidelines	
Administration - American with Disabilities Act,	CDD-2	CY+2, AR	GC §34090	
Administration – Art Files, Commercial Land Use, Census Data, Demographic and Population Projections	CDD-3	*WU	Dept. Policy	
Affordable Housing Project Development Files	CDD-4	P	Dept. Policy	Includes projects that have City funding, as well as projects with BMR agreements or other projects that have an affordable housing component.
Business Improvement Areas	CDD-5	C+10	Dept. Policy	
City Property Files	CDD-6	P	CG §34090	
Community Development Block Grants (CDBG) and HOME – Administrative Files	CDD-7	P	24 CFR 570.502(b)(3) State Guidelines	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT	
	Revised: November 28, 2017 – Page 16

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
CDBG and HOME Capital projects	CDD-8	T+5	24 CFR 570.502(b)(3) State Guidelines Dept. Guidelines	Keep per the agreement term. (HUD agreements have a 5-yr Reversion of Assets clause that extends agreement provisions 5 years after the agreement term ends.
CDBG Public service files	CDD-9	AFP+4	24 CFR 570.502(b)(3) State Guidelines	
Downtown Files - Parking, Task Force, Meetings, Committees, Structures, Central Business Association	CDD-10	CY+2	GC §34090	
Economic Development Projects	CDD-11	P	Dept. Policy	(example: Hope Street Lots, Moffett Gateway)
Fire/Building Plans (Approved) & Permit History	CDD-12	P	Dept. Policy	Approved plans would include all plans issued at time of permit and the history of construction throughout process for the life of the building.
General Plans – Final, Amendments, Updates	CDD-13	P	GC §34090(a)	Maintained through legislative history via City Clerk's Office.
Housing Programs – Mortgage Credit	CDD-14	CL+5	24 CFR §92.508; 24 CFR §85.42 State Guidelines	
Neighborhood Association Grants Program	CSD-15	CY+2	GC §34090	
Parcel Maps	CDD-16	P	GC §34090(a)	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT	
	Revised: November 28, 2017 – Page 17

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Precise Plans	CDD-17	P	GC §34090(a)	
Reports, Studies and Surveys	CDD-18	CP+2	Dept. Policy	Annual review for relevance to current projects or subjects.
Shoreline Amphitheatre Agreements	CDD-19	P	Dept. Policy	
Subdivisions & Tract Files	CDD-20	P	GC §34090(a)	
Subject Files – Mediator Meetings, Neighborhood Files, Training, Transportation, Cable TV, Guadalupe Corridor, Tax Credit, San Ramon School Closing, Plans and Specifications	CDD-21	C+10	Dept. Policy	
Zoning – Files, Amendments, Variances, Land Use, Permits, Appeals	CDD - 22	P	GC §34090(a) H&S §19850	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY SERVICES DEPARTMENT	
	Revised: November 28, 2017 – Page 18

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system
Accident Reports	CSD-1	C+7	29 USC §1113	Assist and rescue reports
CIP Projects	CSD-3	P	CCP §335, et. seq.	(Managed by CSD) – Specifications, drawings, change orders, contracts, ADA compliance
CIP Projects	CSD-2	CY+2	GC §34090	(Managed by CSD) Unsuccessful bids, correspondence
Economic Research	CSD-4	CY+2	GC §34090	Operational alternatives, operational strategy reports
Equipment - Inventories	CSD-6	CY+2	GC §34090;	
Donations	CSD-7	CY+2	GC §34090	Free tickets, requests, follow-up, restrictions
Shoreline Amphitheater – City Ticket Program	CSD-8	CY+2	GC §34090	
Signs	CSD-9	CY+2	GC §34090	
Studies	CSD-10	Completion + 8 years	GC §34090; Admin Decision	Benchmarks, land studies, dog runs, leaf blowers, open space review
Permits	CSD-11	T+2	GC §34090	Off leash dog, general

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY SERVICES DEPARTMENT	Golf/Shoreline
	Revised: November 28, 2017 – Page 19

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Equipment – Golf Course	CSD-12	Life of Equipment + 2 years	GC §34090;	Capital outlay, maintenance, manuals, repairs, inspections, warranties
Pro Shop	CSD-13	CY+2	GC §34090	Frequent Play, Member Player List, Golf Clubs, Club Information, Resident Discount Program, Complimentary Golf



CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

DEPARTMENT	DIVISION
COMMUNITY SERVICES DEPARTMENT	Parks
	Revised: November 28, 2017 – Page 19

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Adopt-A-Park	CSD-14	CY+2	GC §34090	Program records
Parks	CSD-15	CY+10	Admin Decision	General File for Each Park
Chemical Usage	CSD-16	30 years	FAC §14011.5 – 12; FAC §14007; 29 CFR §1910.1020; 8 CCR §3204	MSDS Sheets, pesticide use
Fields/Parks	CSD-17	AU+4	GC §34090; CCP §337	Usage, fees activities
Hazardous Material Plan	CSD-18	CY+10	GC §34090; 40 CFR §122.21	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY SERVICES DEPARTMENT	Parks
	Revised: November 28, 2017 – Page 20

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Heritage Trees	CSD-19	CL+2	GC §34090	Permits, applications and packets, code violations
Land Maintenance	CSD-20	CY+2	GC §34090	Landscaping, irrigation, infrastructure inventory, vandalism, graffiti removal
Memorial and Park Dedications	CSD-21	P	GC §34090; Admin Decision	
Safety/Tailgate Meetings	CSD-22	CY+7	GC §34090; 29 CFR §1627.3(b) Dept. Policy	
Trees	CSD-23	CY+2 LOT+2	GC §34090 CCP 335, et. seq.	Forestry work orders, code violations, replacement schedule, planting, master list, removals and denials, issues, problems and resolutions Tree maintenance, trimming and arborist tree inspection
Utility Meter Readings	CSD-24	CY+2	GC §34090	

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT	DIVISION
COMMUNITY SERVICES DEPARTMENT	Performing Arts Center
	Revised: November 28, 2017 – Page 21

RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Audience Services	CSD-25	AU+4	CCP §337	Merchandise sales report, audience worksheet and front house reconciliation, house manager files, A/V recording requests, alcohol service requests
Home Company	CSD-26	AU+4	CCP §337	Contract, rental requests, booking documents, application material, insurance
Outreach	CSD-27	CY+2	GC §34090	Plans, status reports, research activities, art docents hours worked, exhibit records, publicity
Program Event Booking	CSD-28	CY+2	GC §34090; CCP §335.1	Rate sheets, proof of insurance, calendar, monthly schedules, staff on duty report, statistic spreadsheet
Show Contracts	CSD-29	CL+5	CCP §337	Request for rentals, insurance, copy of deposit and payments, reconciliation, additional charges, license agreement
Technical (Center for Performing Arts)	CSD-30	AU+5	26 CFR §31.6001-1(e)(2)	Facility report, work reports, advance information questionnaire, reconciliation worksheet
Ticketing	CSD-31	AU+4	CCP §337	Worksheets, sales reports, notes, comp ticket request, pre-event, event audit, special ticketing
Ticket Office Financials	CSD-32	AU+4	CCP §337	Check requests and written receipts and monthly statements

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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		COMMUNITY SERVICES DEPARTMENT		Recreation/Shoreline
				Revised: November 28, 2017 – Page 22
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Adobe Building	CSD-33	P	GC §34090; Admin Decision	Historical facility renovation
Animals	CSD-34	Term of Custody + 4 years	PC 597.1(d); F&A 32003	Purchases and care at Deer Hollow
Bicycles	CSD-35	SUP+2	GC §34090	Racks and trails – brochures and maps
Birds	CSD-36	CY+2	GC §34090	Coots & Mud Hens – feces removal
Burrowing Owls	CSD-37	P	GC §34090 State Guidelines	Studies, counting, relocation map - environmentally related documents maintained permanently per State guidelines.
California Land Management	CSD-38	T+4	GC §34090	Park Ranger and Security current and past agreements.
Charleston Slough	CSD-39	P	GC §34090(a)	Records and reports - documents related to Charleston Slough such as required periodic mitigation reports sent to BCDC.
Charleston Retention Basin	CSD-40	P	GC §34090(a)	Maps/records created by consultants. Completed field observations, vegetation maps, etc.
Classes /Programs/Sports Leagues	CSD-41	CL+4	CCP §335.1; CCP §337.2; CCP §343	Instructors, registration, schedule, attendance, evaluations, insurance, rules rosters, tournaments
Cooper School	CSD-42	P	GC §34090; Admin Decision	Historical facility
Facilities Usage	CSD-43	CL+5	CCP §337	Rentals, applications, fees, fee waivers, permits, insurance, registration, lap swim cards, MVSP cards, license agreements, usage agreements
Maintenance – Grounds & Facilities	CSD-44	CY+2	GC §34090	Monthly maintenance reports, range control structure, pools, vandalism, drainage plan, projects
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				DIVISION
COMMUNITY SERVICES DEPARTMENT				Recreation/Shoreline
				Revised: November 28, 2017 – Page 23
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Permits - Historical	CSD-45	P	GC §34090	Environmental compliance and related communication with San Francisco Bay Conservation & Development Commission (BCDC)
Regulating Agencies – CEQA	CSD-46	C+2	GC §34090	Reports stored at Shoreline.
Shoreline - Development	CSD-47	*WU	GC §34090.7	Development information (duplicate of Community Development)
Shoreline – Lease/Contracts	CSD-48	*WU	CCP §337.2; CCP §343; 48 CFR §4.601	Copies. Originals on file with City Clerk
Volunteer Program	CSD-49	CY+2	GC §34090	Applications, referrals, database, schedules, hours
Youth Action Plan	CSD-50	CY+2	GC §34090	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		FINANCE/ADMINISTRATIVE SERVICES		
				Revised: November 28, 2017 – Page 24
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
Accounting Reports – Audit Reports, Expense Reports , Subsidiary Reports, Check Register, Expenditure Transactions, Trial Balance, Revenue Transactions, General Ledger Transactions, Capital Projects, Administrative	FN-1	AU+4	GC §34090 State Guidelines	
Accounts Payable Entries – Invoices Paid, Claim Vouchers, Support Documentation, Vouchers Payable, Post Log Adjustments, Payments, Batch Status Listings, Standard, Purchase/Credit Cards	FN-2	AU+4	GC §34090 State Guidelines	
Assessment Bond Calls	FN-3	M+10	CCP §337.5; FC §30210; State Guidelines	
Banking – Check Register, Bank Statements, Deposits, Cancelled Checks, Reconciliations	FN-4	AU+5	26 CFR §31.6001-1(e)(2); State Guidelines	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		FINANCE/ADMINISTRATIVE SERVICES		
				Revised: November 28, 2017 – Page 25
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Bond Files	FN-5	T+10	GC §43900-43903; CCP §337.5; FC §30210; State Guidelines	
Budget - Final	FN-6	P	GC §34090; State Guidelines	Permanent refers to one copy of the final approved budget.
Budget – Working papers, BPREP Reports, Proposed Budgets, Adjustments	FN-7	AU+2	GC §34090; State Guidelines	
Copy Center Work Orders	FN-8	*WU	GC §34090	
Computer Checks	FN-9	AU+4	GC §34090 State Guidelines	
Financial Documents –CAFR, General Ledger, State Controller	FN-10	*P	GC §34090; State Guidelines	
Federal and State Taxes		AU+5	29 USC §436	
Forecasts		CM+2	GC §34090; State Guidelines	
Fixed Assets – Inventory, Surplus Auctions, Surplus Disposal	FN-11	AU+4	CCP §337; State Guidelines	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		FINANCE/ADMINISTRATIVE SERVICES		
				Revised: November 28, 2017 – Page 26
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Grants – Financial records	FN-12	AFP+5	21 CFR §1403.42; 24 CFR §570.502(b)(3) 24 CFR §85.42; OMB Cir. A-110, (C)(53); 29 CFR §97.42; State Guidelines	
Inventory Reports – Year End, Batch Status Transaction Audit Trail, Issue and Receipt Transaction	FN-13	CY+2	GC §34090	
Investments – Treasury, Investments, LAIF	FN-14	P	CCP §337; State Guidelines	
Loans – Issued – Blimp, Section 312, CDBG, Other Loans	FN-15	AFP+5*	24 CFR §570.502(b)(3) State Guidelines	
Loans – Not Issued – Blimp, Section 312 CDBG, Other Loans	FN-16	CL+2	GC §34090	
Orange County Investment	FN-17	P	CCP §337; State Guidelines	
Payroll – Changes, Files, Tax Returns, Time sheets, Adjustments	FN-18	T-10	29 USC §436; R&T §19530; R&T §19704; 29 CFR §516.2-6 State Guidelines Dept. Policy	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		FINANCE/ADMINISTRATIVE SERVICES		
				Revised: November 28, 2017 – Page 27
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Payroll <ul style="list-style-type: none"> PERS Reports Ledger Cards W-2s 	F-19	P AU+4 AU+6	GC §34090 GC 12946; 29 CFR 1627.3(b)(2) State Guidelines 26 CFR 31.6001; R&T 19530; R&T 19704	
Payroll - Deferred Compensation Reports	FN-20	C+2	GC §34090	
Payroll – Paid Leave	FN-21	C+2	GC §34090	
Postage records	FN-22	*WU	GC §34090	
Purchasing – Agreements/Contracts	FN-23	FP+5	CCP §343; 48 CFR 4.601	
Purchasing – Office Equipment Warranties	FN-24	LOE	GC §34090	
Purchasing – Purchase Orders, Purchase Requisitions, Support Documentation, Bids, Proposals	FN-25	CL+5	CCP §337; State Guidelines	
Purchasing – Stores Inventory	FN-26	CY+2	GC §34090	
Purchasing – Vendor Register	FN-27	CY+2	GC §34090	
Revenue – Accounts Receivable, Utility Write Offs, Bad Debt Files, Daily Cash Receipts, Payments, Postlogs, Receipt Books, Utility User Tax, Transient Occupancy Tax, Utility	FN-28	AU+5	26 CFR §31.6001; R&T §19530	
Revenue – Adjustments (A/R), Bank Deposit Slips	FN-29	AU+4	CCP §337; State Guidelines	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		FINANCE/ADMINISTRATIVE SERVICES		
				Revised: November 28, 2017 – Page 28
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Revenue – Business Licenses	FN-30	T+4	CCP §337; State Guidelines	
Risk Management – Incident Reports	FN-31	CL+7	29 CFR 1904.2-7; GC §25105.5; 29 USC §1113; GC §910-913 State Guidelines	
Risk Management – Insurance Policies – Bonds and Insurance for City Assets	FN-32	P	GC §34090 State Guidelines	Vital While Active.
Risk Management – Subject Files (Accel)	FN-33	T+2	GC §34090	
Taxes – Received	FN-34	AU+3	CCP §338	
Treasury – Trust, ISAO Reports, Fund 99	FN-35	CY+5	GC §34090 State Guidelines	
Utility Billing System – Billing Adjustments, Payments, Postlogs, Re-Read, Registers, Revenue, Applications, Meter Readings, Rebates	FN-36	AU+4	GC §34090 State Guidelines	
Workers Compensation Claims – Accident Reports, Claims, Support Documentation	FN-37	S+7	GC §25105.5; 29 USC §1113; GC §910-913 State Guidelines	Files are Maintained by Third Party Claims Administrator.
Working Files – Individual Working Files for CAFR and other Accounting Reporting	FN-38	*WU	GC §34090	Transitory records. Drafts, notes, internal committees/offsite meeting agendas, etc.
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		LIBRARY		
				Revised: November 28, 2017 – Page 29
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
California State Library Records	L-1	*WU	GC §34090	On line statistical survey conducted by the California State Library annually.
Patron Applications	L-2	*WU/A	Dept. Policy	Records may be destroyed after entered into the database
Facility Use Application	L-3	CY+2	GC §34090	
Staff Vacation Requests	L-4	*WU	Dept. Policy	
Volunteer Applications	L-5	CY=2	GC §34090	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		PUBLIC WORKS		
				Revised: November 28, 2017 – Page 30
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Ordinances, Resolutions, Minutes and Recorded Documents		P	GC §34090(e)	Documents must be maintained in physical/paper format in perpetuity. All other paper documents may be destroyed if the digitized documents are stored on a reliable, secure and trusted system.
American with Disabilities Act (ADA) Systems	PW-1	CP+20	Dept. Policy	Regulation, paratransit plan, list of facilities, curb repair program
Construction Bids (Unaccepted)	PW-2	CL+2	GC §34090	
Engineering and Traffic (Speed) - CRM/Comcate	PW-3	*WU	Dept. Policy	Complaints, correspondence and work orders. Maintained in Comcate in perpetuity on the hosted service, or returned to the City upon termination of the contract.
Engineering and Traffic (Speed) - Invoices	PW-4	*WU	Dept. Policy	Caltrain, County and Cal-West (copies). Originals maintained by FASD.
Engineering and Traffic (Speed) – Complaints	PW-5	CY+15	Dept. Policy	Pedestrian, bicycle, parking and buses
Engineering and Traffic (Speed) – Street and Intersections	PW-6	P	Dept. Policy	
Engineering and Traffic (Speed) - Surveys	PW-7	CY+15	Dept. Policy	
Engineering and Traffic (Speed) – Traffic Counts	PW-8	CY+20	Dept. Policy	Average daily traffic, volume counts, speed counts and CMP intersections
Groundwater Wells	PW-9	P	State Guidelines	
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CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

		DEPARTMENT		DIVISION
		PUBLIC WORKS		
				Revised: November 28, 2017 – Page 31
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Land/Development – Subdivisions, Developments, Annexations, Lot Line Adjustments, Excavations, Tracts, Assessments, Segregation of Assessments, Planning, Development Easements, Encroachments, Abandonments, Land Agreements	PW-10	P	GC §34090(a)	
Landfill at Shoreline - Daily Operation, Rates, Tonnage, Collection, Water Sampling	PW-11	CY+5	40 CFR §60.758	
Landfill at Shoreline - Asbestos Reports, Remediation, Soil Sampling, Gas Monitoring	PW-12	P	State Guidelines	
Landfill at Shoreline - Post-closure Environmental Control Systems and Upgrades	PW-13	CL+2	40 CFR §60.758(b)	Life of controls systems or post closure maintenance period.
Maps	PW-14	P	Dept. Policy	Parks plans, blueprints, original designs, plans of renovation or additions to City facilities
Parking – Districts, Parking Lots	PW-15	P	GC §34090(a)	
Parking – Reports, Volume Numbers, Restrictions, Complaints, Accidents, Designated Areas	PW-16	CY+2	GC §34090	
Pavement Management System	PW-17	T+15	Dept. Policy	
Pioneer Cemetery Park	PW-18	P	Dept. Policy	
Project Files - Specifications, Drawings, Inspections, EIR, Final Engineer Reports, Certificate of Compliance, Change Orders	PW-19	P	GC §34090(a)	
Project Files – Reports, Invoices, Schedules, Bonds	PW-20	CP+10	CCP §337.15; State Guidelines	
LEGEND: A =Active AU =Audit C =Current CL =Closed CY =Current Year D =Destroy DC = Decision DP =Dept. Policy E =Election EF =Electronic File FY =Fiscal Year Number =Number of Years P =Permanent R =Resolution S =Settled SU =Superseded T =Termination *WU =While Useful (No destruction approvals required).				



CITY OF MOUNTAIN VIEW
Records Management Program
500 Castro Street
Mountain View CA 94041

Records Retention Schedule

DEPARTMENT				DIVISION
PUBLIC WORKS				
				Revised: November 28, 2017 – Page 32
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Railroad Grade Separation	PW-21	P	GC §34090(a)	
Real Property - Acquisitions and Sales	PW-22	CP+10	CCP §337.15; 36 CFR §64.11 Dept. Policy	
Real Property – Acquisitions Leases/Permits	PW-23	T+5	Dept. Policy	
Real Property – Revenue Leases	PW-24	T+5	CCP §337.2; CCP §343	
Real Property – Surplus Land	PW-25	CP+10	CCP §337.15; 36 CFR 64.11 Dept. Policy	
Recycling Program	PW-26	CY+2	GC §34090 State Guidelines	Commercial/industrial annual reports, public outreach, correspondence, code enforcement, education
Routes	PW-27	SU+2	GC §34090 State Guidelines	Bus, truck, bike lanes, access ramps, rest areas
Signage	PW-28	CY+2	GC §34090 State Guidelines	Log books, inventory lists, traffic signs, index register
Solid Waste	PW-29	P	Dept. Policy	Annual reports (SRRE), hauler, processor and landfill disposal, tonnage reports and contracts.
Studies – Benchmarking, Traffic	PW-30	CP+2	State Guidelines	
Survey Data and Land Use Studies	PW-31	P	GC §34090	
Traffic Street Files – Project (CIP and Non CIP)	PW-32	*C+5	Dept. Policy	Plans, specifications, miscellaneous documents. (*5 years after storing in Infracat)
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		PUBLIC WORKS		
				Revised: November 28, 2017 – Page 33
RECORDS SERIES TITLE/SUBTITLE	DEPT. CODE	RETENTION SCHEDULE	STATUTORY REFERENCE	DESCRIPTION/COMMENTS
Traffic Street Files – Stop Signs	PW-33	C+10	Dept. Policy	Warrants and counts.
Traffic Street Files – NTMP	PW-34	C+15	Dept. Policy	Plans, specifications, petition, counts, speed hump inventory, speed feedback radar sign inventory.
Traffic Street Files – Transportation Permits	PW-35	C+2	Dept. Policy	
Traffic Street Files – Block Party Applications	PW-36	C+10	Dept. Policy	
Traffic Street Files – Traffic Signals	PW-37	C+2	Dept. Policy	Signal plans/as built, timing, maintenance records and warrants.
Transportation	PW-38	T+2	GC §34090 State Guidelines	Governing agencies, maintenance agreements, joint power agreements, Caltrain reports
Underground Utilities District	PW-39	P	GC §34090(a)	
Water Conservation	PW-40	AU+4	GC §34090; State Guidelines	Audits, General Information, Usage Stats
Water/ Sewer – Connections, Applications, Drainage, Storm Drains, Water Acquisition	PW-41	P	GC §34090(a) State Guidelines	
Water/Sewer – Usage Reports, Cleaning	PW-42	CY+2	GC §34090	
Water/Sewer - Rates	PW-43	SU+2	State Guidelines	
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